

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo #01-10

To: Benefits Administrators
From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs
CC: All OHB
Date: June 14, 2001
Re: BES reorganization effective July 1, 2001

Improved Organization in BES Database

We have reorganized the Benefits Eligibility System (BES) database for the Retiree Health Benefits Program and Extended Coverage (COBRA) participants. The new organization will provide better reporting capability and make it easier to key these participants in BES. Conversion of the database will begin on June 16. No retiree transactions may be keyed in BES from that date until July 1.

The enclosed BES Reference Chart describes the new organization effective July 1. Important BES fields are listed across the top of the chart. Each agency responsible for maintaining these records is listed in the left column, with corresponding codes available for that agency shown under the other column headings. If a code has particular limitations, it is noted in italics next to the code's description.

Questions about the reorganization may be directed to either of the following:

Linda Lindquist (804) 371-6463; lindquist@dhrm.state.va.us
April Olds (804) 786-4045; aolds@dhrm.state.va.us

New and Revised BES Reason Codes

Information on new and revised BES reason codes will be distributed later. The changes will reflect policy changes that become effective July 1. Please continue using existing reason codes until you are notified otherwise. For questions on keying, please contact one of the following:

Herb Boyd (804) 371-6062; hboyd@dhrm.state.va.us
Teresa Fleming (804) 371-6465; tfleming@dhrm.state.va.us

Thanks for your assistance.

Enclosures:

BES Reference Chart
Description of BES Codes
BES Keying Instructions